

Home Based Food Business Registration Form

Food Act 2008 (Section 110)

ABN 21 086 180 442
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This Form is to be used for the purposes of satisfying the requirements, under the *Food Act 2008*, of a proprietor of a new Food Business to provide notification to the Local Authority to enable the issuing of a Registration Certificate.

Which categories best describe your proposed business activities?

Please tick **all** boxes that apply (there may be more than one)

Food handling will occur within the residential domestic kitchen

Food handling will occur within a separate room away from the domestic kitchen which has been fitted out to a commercial food business standard

Food business is in connection to a home based family day care centre

Food business is in relation to part of a Bed and Breakfast or similar operation

Food business is in relation to a temporary food stall or food vehicle stored or housed at the residence

Details of Food Business

Name of Business:

Address of Business:

Postal Address: (if different from business address)

Name of Proprietor: Mr/Mrs/Ms (in full)

Name of Additional Proprietor: Mr/Mrs/Ms (in full if applicable)

Phone:

Mobile:

Vehicle type and Registration: (if applicable)

Email:

ABN/ACN:

Max. number of staff at any one time: (including yourself)

Description of foods to be prepared

Please tick **all** boxes that apply (there may be more than one)

Jams

Herb vinegars with a pH of less than 4.5

Cakes, biscuits, muffins and flour products which do not contain potentially hazardous food such as cream

Repackaging of bulk packaged low risk food products

Cake decorating e.g. traditional wedding cakes using marzipan decoration or other type of icing not requiring temperature control

Pickled onions

Chutneys, relishes and sauces that are heat treated by boiling or cooking

Other (see note below):

Please attach details of all foods to be prepared, list of all ingredients and an indication of the process involved in making the food products

Other foods are those classed as shelf stable food products i.e. where the final product does not require temperature control during storage or transport. Other foods may be approved by the City but only where they are assessed as a low risk and suitable for a residential kitchen, unless part of a B&B or family based day care centre.

Medium or high risk foods may be prepared from a purpose built isolated facility within the residential property e.g. a spare room fitted out to a commercial standard.

Food Safety Supervisor requirements

Is your business required to appoint a Food Safety Supervisor?

Yes

No

(If you are unsure, please see end of document for more info)

If yes, have you attached your Food Safety Supervisor certificate?

Yes

No

(If you answered No, please be aware that you will not be able to open your food business and commence operations until a valid certificate has been received. The City will not issue a business registration certificate until you have appointed a Food Safety Supervisor and operating without this certificate is an offence)

Documentation required to be submitted with this form

Plans are not required where the existing domestic kitchen is intended to be used. Plans are only required where a separate purpose built area is intended to be constructed to allow the preparation of medium or high risk activities. As a minimum plans should be a floor plan of the food handling area (showing all appliances and equipment), to scale (typically 1:100 or 1:200) and with details of specifications (including details of floor, wall and ceiling finishes, bench surfaces etc). Additional information by way of elevations may also be provided. Please refer to 'Important Information' overleaf.

Fees:

Payment of the following fee is required.

Date:

Registration fee is

\$196.00 (non refundable)

Payment Options

Pay in Person

Pay via cash, EFTPOS, cheque, money order or credit card at:

Cashier at City of Swan Administration Centre,

2 Midland Square, Midland

between 8.00am and 4.30pm Monday to Friday.

Pay by Mail

Send a cheque or money order payable to the City of Swan to PO Box 196 Midland WA 6936.

Pay by Credit Card

For credit card payments not made in person please ensure your contact details (mobile/phone/email) are provided on the application form, as you will be contacted by a member of the City's Customer Experience team to arrange payment once your application has been received.

Note: A fee of 0.4% of the transaction value applies to all card payments.

Please note that payment must be received before your application can be assessed.

Initial Inspection

Prior to commencing operations an inspection of the food business is usually undertaken by Health Services. There is no additional fee for this inspection and it will ensure your premises are compliant with legislative requirements and helps avoid the need for rectification work whilst trying to operate. You will be contacted shortly by a City Officer to arrange an inspection of your premises or you may contact the City yourself on 9267 9267.

Important Information

This is not an application form for approval and consequently no 'Conditions of Approval' will be issued. It is designed solely to meet the requirements of a food business to obtain a Registration Certificate.

It is the food businesses responsibility to comply with all other legislative requirements, including building legislation & planning legislation requirements and this may require separate applications to be lodged with the City. To assist businesses meet the requirements the City has developed a number of guideline information sheets. Proprietors should refer to these guidelines to ensure what is being proposed will be acceptable. The City can however provide advice to proprietors seeking further clarification if they are unsure of the requirements. For more information on Building and Planning requirements please contact the City on 9267 9267.

Fact Sheets, Guidelines and Other Information

Additional information, including fact sheets and guidelines on food handling and food safety, may be found on the following websites;

- Department of Health – www.public.health.wa.gov.au
- Food Standards Australia New Zealand – www.foodstandards.gov.au
- City of Swan – www.swan.wa.gov.au

Legislation Requirements

- *Food Act 2008* (available from the Department of Justice www.legislation.wa.gov.au)
- *Food Regulations 2009* (available from the Department of Justice www.legislation.wa.gov.au)
- *Australia New Zealand Food Standards Code* (available from FSANZ www.foodstandards.gov.au)
- *Consolidated Local Laws 2005* (available from City's website www.swan.wa.gov.au)

New Food Safety Standard 3.2.2A – Food Safety Supervisor Training

Most home-based food businesses are not required to provide a Food Safety Supervisor. If you are producing a shelf stable product that does not contain potentially hazardous foods you are NOT required to appoint a Food Safety Supervisor (i.e. jams, pickles, biscuits, cake decorating etc)

Food Businesses will be required to appoint a Food Safety Supervisor if they handle unpackaged, potentially hazardous food that:

- Is used in the preparation of ready-to-eat, potentially hazardous food to be served to a consumer, or
- Is ready-to-eat food intended for retail sale by that business.

A Food Safety Supervisor will be required to take a Food Safety Supervisor training course delivered by a registered training organisation and the certification must be refreshed every 5 years. At least one person from your food business is required to undertake this training and this person needs to be reasonably available for the business, which means mostly onsite.

For more information on the courses available and the relevant units of competencies

www.health.wa.gov.au/Articles/F_1/Food-Safety-Supervisor-Training-Course

For more information on how the new standard may apply to your food business

www.health.wa.gov.au/Articles/F_1/Food-safety-management-tools-for-food-businesses

If you are unsure if you are required to appoint a Food Safety Supervisor, please contact the City's Health Services on **9267 9153** as soon as possible. You will not be able to open your food business until you have appointed a Food Safety Supervisor, so if you are required to appoint one, we encourage you to enrol in a course immediately so that you do not experience delays in opening your business.

Free Food Safety Training

I'm Alert food safety program

To assist food businesses to meet the requirements of ensuring their staff have sufficient skills and knowledge, the City of Swan subscribes to the **I'm Alert** food safety program. This program is provided free of charge to our food businesses and is available on the City's website.

The program is easy to follow, includes a presentation as well as interactive quizzes. A training acknowledgement form can be printed upon completion and be kept as a part of your staff records

Visit www.cityofswan.imalert.com.au to conduct the training now

DoFoodSafely learning program

DoFoodSafely is a free, online, learning program for people working with food. The program provides information about safe food handling practices and other important information to keep the food that you sell safe. The program takes about one hour to complete, and users can test their knowledge by completing the quiz at the end of the online course.

A certificate is provided to the user if they achieve 90 per cent or more correct answers in the quiz. Several translations are also available to complete **DoFoodSafely**

Visit dofoodsafely.health.vic.gov.au/index.php/en/ to conduct the training now